



# CITY OF COSTA MESA VOLUNTEER APPLICATION

**RETURN TO:**

City of Costa Mesa  
Human Resources Division  
77 Fair Drive, P.O. Box 1200  
Costa Mesa, CA 92628-1200  
www.ci.costa-mesa.ca.us

Volunteer Coordinator: (714) 754-4859

Title of volunteer position you are applying for:		
Last Name	First Name	MI
Phone: Home/Message (      )      Cell (      )		
Email:		

Street Address		Apt. #	City	State	Zip
Education (Circle highest grade completed)					
<input type="checkbox"/> High School: Grade    9    10    11    12 <input type="checkbox"/> G.E.D. Certificate <input type="checkbox"/> Cal. High School Proficiency Test <input type="checkbox"/> College: AA    BA/BS    MA/MS					
Name of School _____			Name of College _____		
Current Status:					
<input type="checkbox"/> Student (Name of School _____) <input type="checkbox"/> Retired <input type="checkbox"/> Employed (If employed, how many hours per week _____)					
<input type="checkbox"/> Other, Please Specify: _____					
Special Skills/Education/Training:			Previous Volunteer Experience:		
Employment (Start with most Current)					
To	From	Name and Address of Business, Agency or Department:		Duties	
Reason for Leaving					
Title of Position		Name of Supervisor		Phone Number	
To	From	Name and Address of Business, Agency or Department:		Duties:	
Reason for Leaving					
Title of Position		Name of Supervisor		Phone Number	

DATE STAMP	FOR HUMAN RESOURCES DIVISION ONLY
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# VOLUNTEER INTEREST INVENTORY

**Instructions:** Listed below are several volunteer tasks. Please indicate the areas of work you can or would like to do.

<input type="checkbox"/> Accounting	<input type="checkbox"/> Filing/Record Keeping	<input type="checkbox"/> Traffic Surveying	<input type="checkbox"/> Auto Maintenance
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Gardening/Landscaping	<input type="checkbox"/> Typing (wpm _____ )	<input type="checkbox"/> Recreational/Sports Activities
<input type="checkbox"/> Cleaning/Custodial	<input type="checkbox"/> Photographing	<input type="checkbox"/> Receptionist	<input type="checkbox"/> _____
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Research And Analyzing	<input type="checkbox"/> Using Statistics And Numbers	<input type="checkbox"/> _____
<input type="checkbox"/> Data Entry (wpm _____ )	<input type="checkbox"/> Teaching	<input type="checkbox"/> Word Processing	<input type="checkbox"/> _____

What are your goals for a volunteer job now?

<input type="checkbox"/> College Credit	<input type="checkbox"/> Meet People	<input type="checkbox"/> Gain Skills	<input type="checkbox"/> Improve Community	<input type="checkbox"/> Remain Active
<input type="checkbox"/> Prepare For Employment	<input type="checkbox"/> Other (Please Specify): _____			

Time available to work:

Hours per week: _____	Days available: _____	Number of days per week: _____
Preferred hours: _____	Preferred days: _____	Unavailable days: _____

Other Skills and Abilities (Please Specify):

**CERTIFICATE OF APPLICANT:** If necessary, I grant permission to the City of Costa Mesa to verify any and all information contained within by contacting former employers and schools, etc.

All applicants will be required to show proof of legal authorization to work in the United States prior to volunteering for the City of Costa Mesa.

May we contact your present employer? ☐ Yes ☐ No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The voluntary information on this tear-off sheet is for statistical purposes only and will be kept confidential by the City of Costa Mesa.*

Name: \_\_\_\_\_

HOW DID YOU HEAR ABOUT US?

ETHNIC ORIGIN: (Please check one)

☐ White

☐ Afro-American

☐ Hispanic

☐ Asian or Pacific Islander

☐ American Indian or Alaskan Native

☐ Filipino

☐ Other: \_\_\_\_\_

☐ City Website

☐ A job flyer at school

☐ A job flyer at another city

☐ A Costa Mesa Volunteer

☐ Other (Please specify) \_\_\_\_\_

GENDER: ☐ Male ☐ Female

Will you be able to perform the essential duties of the job without accommodation? ☐ Yes ☐ No

If not, how would you perform the task, and with what accommodation?

\_\_\_\_\_

The City of Costa Mesa is committed to providing reasonable accommodations to applicants and employees with known disabilities.